

Drainage Reuse Grant Program

Applicant Assistance Workshop

November 20, 2014
DWR, South Central Region Office, Fresno



Introduction

- Welcome
- Housekeeping Items
- Introductions
- To submit questions, participants can “chat” through WebEx during the workshop
- We will repeat questions after they are asked

Purpose

- Provide general assistance to applicants preparing grant proposals
- Address applicant questions

October 2014

GUIDELINES AND PROPOSAL SOLICITATION PACKAGE



Drainage Reuse Grant Program

FINAL

Funded by Proposition 204

Agenda

- History of the Drainage Reuse Grant Program
- Drainage Reuse Grant Program Summary
- Overview of Grant Application Attachments
- Questions & Answers

Program History

- Proposition 44 – 1986 Water Conservation and Water Quality Bond Law
- Proposition 204 – Safe, Clean, Reliable Water Supply Act
 - Authorized unallocated funds remaining in Agricultural Drainage Water Account to be appropriated to CA Dept of Food and Agriculture.
- 1997 Memorandum of Understanding
 - Between CDFA, DWR, and State Water Resources Control Board to transfer responsibility of program management to DWR
- \$2.0M remaining for local assistance
- Projects or programs that mitigate drainage-related issues

Summary of the Drainage Reuse Grant Program

Program Summary

Eligible Grant Recipients

- Local agencies
 - City
 - County
 - District
 - Joint powers authority
 - Other political subdivision of the state involved with water management
 - As a political subdivision of the state, public universities are eligible.



Eligibility Requirements

- All applicants
 - Consistency with Regional Water Quality Control Plan (Basin Plan)
- Urban Water Suppliers
 - 2010 UWMP must be verified as complete prior to funding disbursement
 - BMP compliance (self-certification form required)
 - Water Meter compliance (self-certification form required)
- Groundwater Monitoring Entities (CWC §10927)
 - CA Statewide Groundwater Elevation Monitoring (CASGEM)
 - Groundwater Management Plan compliance (self-certification required)

Eligibility Requirements, Cont'd

- Agricultural Water Suppliers
 - Ag Water Management Plan compliance
- Surface Water Diverters
 - Surface water division reporting compliance

Eligible Projects

- Projects must ***contribute to the improvement of drainage management methods*** and ***enhance existing knowledge*** of drainage mitigation opportunities
- Eligible projects must ***yield multiple benefits*** and address one or more program objectives



Example Projects

- Drainage reuse
- Source reduction
- Utilization and development of salt tolerant plants
- Market development
- Drainage treatment and salt separation/utilization
- List on pg 4 of Guidelines/PSP



Program Preferences

- Develop methods to ***concentrate and harvest salts***
- Develop ***desalination technologies*** for drainage and brackish groundwater underlying drainage-impaired lands
- Use concentrate from desalination processes for ***recycling of salts***
- ***Regional projects or programs*** identified in an IRWMP that accomplish regional goals defined by CWC §10537

Maximum Grant Amount & Matching Funds

- Total grant funding \$2 million
- Maximum grant amount
 - \$300,000 per project
 - No limit per applicant
- One application per project
 - Applicant can submit multiple applications
- No cost share or funding match required

Eligible Costs

- Reasonable costs of studies, engineering, design, project construction, and other work directly related to the scope of work
- Reasonable administrative expenses
- Reasonable travel expenses that are necessary for successful completion of the project

Ineligible Costs

- ***Costs incurred prior to execution of the funding agreement***
- Purchase of equipment that is not an integral part of the project
- Purchase of water supplies that are not an integral part of the project
- Establishing a reserve fund
- Replacement of existing funding sources for ongoing programs
- Support of existing punitive regulatory agency requirements and/or mandates in response to negligent behavior
- Purchase of land in excess of the minimum required acreage necessary to operate as an integral part of the project
- Payment of principal or interest of existing debt
- ***Operation and maintenance costs***
- ***Preparation or development of proposals or grant applications***
- ***Preparation of CEQA or other environmental documentation***

Schedule

- November 20, 2014 – Applicant Assistance Workshop
- January 6, 2015 – Applications due at 5:00 p.m.
- March 2015* – Draft Awards
- May 2015* – Announce Final Awards

**Tentative dates, subject to change.*

Proposal Scoring & Evaluation

1. Completeness and eligibility review
2. Technical Evaluation
 - Individual reviews
 - Consensus reviews
 - Supervisory-level reviews
3. Draft funding recommendations
4. Public review & comments
5. Final funding recommendations

Proposal Scoring

- Standard scoring criteria (0 to 5)
 - **5 points:** criterion is fully addressed with thorough and well-presented documentation
 - **4 points:** criterion is addressed but is not thoroughly documented
 - **3 points:** criterion is not fully addressed and documentation is incomplete or insufficient
 - **2 points:** criterion is marginally addressed and documentation is incomplete and insufficient
 - **1 point:** criterion is minimally addressed and not documented
 - **0 points:** criterion is not addressed
- Criteria-specific scoring

Table 2 – Scoring Criteria & Standards

Table 2 - Scoring Criteria and Scoring Standards				
Scoring Criteria	Weighting Factor	Range of Possible Points	Score	Scoring Standards
Attachment 1				
Part I: Application Cover Sheet	None	Pass/Fail	Pass/ Fail	Pass/Fail
Part II: Applicant's Representatives				Pass/Fail
Part III: Summary of Project Costs				Pass/Fail
Part IV: Authorizing Resolution				Pass/Fail
Total Maximum Score	-	Pass	Pass	Pass
Attachment 2				
Program Priority <i>Points are awarded for projects that fulfill a program priority.</i> Does the project address any of the following program priorities? (1) Develop sustainable and environmentally acceptable methods to concentrate and harvest salts and potentially toxic elements from drainage water; (2) Develop viable desalination technologies for subsurface agricultural drainage water and brackish groundwater underlying drainage-impaired lands; or (3) Use concentrate from desalination processes for recycling of valuable salts, such as gypsum, sodium sulfate, magnesium and calcium chlorides, etc. (4) Include regional projects or programs identified in California Water Code §10544. Is sufficient explanation and documentation provided that explains how the project meets a program priority?	2	0-8	0-4	One point will be awarded for each program priority that will be met through the implementation of the proposal. Program priority points will be granted only if the proposal provides a clear description of how the priority will be met upon implementation of the proposal.

Table 2 – Scoring Criteria & Standards

Table 2 - Scoring Criteria and Scoring Standards				
Scoring Criteria	Weighting Factor	Range of Possible Points	Score	Scoring Standards
			1	Schedule is not consistent with a majority of the project and is clearly not reasonable. Readiness to begin construction or implementation will be disregarded.
			0	A schedule was not included in the application.
Total Maximum Score (Without Tie-Breaker Points)		0 - 38		
Tie-Breaker Up to two (2) points may be awarded to aid in the distribution of funds.	1	0-2	2	These points will only be applied in a situation where applications have a tied score, and will be awarded at the discretion of DWR staff. See Section IX.B for a description of tie-breaker point allocation.

What to include in the grant application.

Application Contents

Application Content

Applicants will need to complete:

- Attachment 1 – Organizational, Financial, and Legal Information
 - Parts I – IV
- Attachment 2 – Project Proposal and Task Breakdown
- Attachment 3 – Eligibility Requirements

Attachment 1

Organizational, Financial, and Legal Information

Parts I – IV

Attachment 1, Part I – Application Cover Sheet

Application for a grant under § 78645 of the Safe, Clean, Reliable Water Supply Act of 1996

The _____
(Exact legal name of local entity applying for the grant)

Of _____
(Mailing address of local entity)

Of the County of _____, State of California, does hereby apply to the

California Department of Water Resources for a grant in the amount of \$_____.

For the following project under the Drainage Reuse Grant Program of the Safe, Clean, Reliable Water Supply Act of 1996:

(Specify project title)

By _____ Date _____
(Signature of authorized representative)

(Print or type name of authorized representative)

(Title)

Telephone (_____) _____ E-mail _____

Brief Proposal Description:

Attachment 1, Part II – Applicant's Representatives

Project Name _____

Primary Project Contact

Name _____ Title _____

Address _____

Telephone (____) _____ FAX (____) _____

E-mail _____

Alternate Project Contact

Name _____ Title _____

Address _____

Telephone (____) _____ FAX (____) _____

E-mail _____

Alternate Project Contact (If Applicable)

Name _____ Title _____

Address _____

Telephone (____) _____ FAX (____) _____

E-mail _____

Type of Organization: _____
(city, county, water district, university, etc.)

Attach a copy of the applicant's charter and the names and titles of its officers.

Attachment I, Part III – Summary of Project Costs

Provide a summary of the financing information about the proposed project, including cost share (if applicable).

		<u>% of Total Cost</u>
Total Cost of Project:	\$ _____	
Amount Requested (CWC §78645):	\$ _____	_____
Amount of Cost Share ⁽¹⁾ :	\$ _____	_____
Amount of Federal Contribution:	\$ _____	_____
In-kind Contributions:	\$ _____	_____
Amount to Funded by Others Sources: (Describe below in table.)	\$ _____	_____

Sources of funds from partner agencies for this project, if applicable:

Amount	Name of Source	Status of Funds ⁽²⁾
\$		
\$		
\$		
\$		
\$		
Total: \$		

Additional explanation, if necessary:

Notes:

1. No cost share is required; however, grantees are required to show cost share (e.g., federal, local, or other funds) if an awarded project costs more than the grant amount.
2. Identify the current status of funds: available, planned/budgeted, awarded or pending.

Attachment I, Part IV – Authorizing Resolution

Include a resolution adopted by the applicant's governing body authorizing the application for a grant under this program and designating a representative to sign the application. Note that the authorized representative may not be a consultant or subcontractor. If the resolution cannot be signed by the authorized applicant prior to the application due date, indicate in the proposal document when a signed resolution will be received by DWR. Following is a suggested format.

Resolution No. _____

Resolved by the _____
(Governing body, city council, or other)

of the _____
(Name of applicant)

that pursuant to all of the terms and provisions of the Safe, Clean, Reliable Water Supply Act of 1996, application by this

_____ be made to the California Department of
(“Agency”, “city”, “county”, or other)

Water Resources to obtain a grant for _____
(Project title)

The _____ of the
(Presiding officer, president, city manager, or other official)

_____ is hereby authorized and directed to
(“Agency”, “city”, “county”, or other)

prepare the necessary data, make investigations, sign, and file such application with the California Department of Water Resources.

Passed and adopted at a regular meeting of the _____
(Board of Directors, Supervisors, etc.)

of the _____
(Name of applicant)

on _____
(Date)

Attachment 2

Project Proposal and Task Breakdown

- Proposal and Task breakdown consists of 9 sections
- Applicants must provide when possible, detailed:
 - Description
 - Discussion
 - Documentation
- Level of detail such that reviewers can:
 - Understand the level of effort of work performed
 - Relate proposed work to the budget so that costs can be substantiated
 - Understand how the project meets the objectives and requirements of Guidelines/PSP
- Page and character limits are not specified

Attachment 2

Project Proposal and Task Breakdown

1. Title of Project
 - Must be descriptive of the proposed project

Attachment 2

Project Proposal and Task Breakdown

2. Principal Investigator/Cooperator(s) and Project Management

- Name, contact information, and description of qualifications
 - Project Director: Executes grant agreement and amendments and approves invoices. Subcontractors cannot be listed as the Project Director.
 - Project Manager: Day-to-day contact from the applicant
 - Principal Investigator(s): Person(s) performing the majority of the research
 - Other Cooperators: Cooperating individuals and agencies, including consultants
- Partnerships with other institutions
- Capacity of proposed personnel, facilities, and equipment to successfully complete the project
- Project management plan
 - Time allocation for achieving objectives
 - Maintenance of partnerships and collaborations
 - Strategies to enhance communication, data sharing, and reporting among members of the project team
 - Consideration of the qualifications of key personnel how they will achieve the project management goals

Attachment 2

Project Proposal and Task Breakdown

3. Scope of Work and Project Description

- Scope of Work: Project activities and tasks to achieve proposed outcomes
- Project Description: Explains the work to be performed and an overview of deliverables
 - Goals and objectives
 - Components funded by this grant program vs other sources
 - If a multi-phase project, include a discussion of how the phase of work can be functional without implementation of other phases of work
 - Description of existing contracts (MOUs, JPAs, or others) with project partners
 - Description of project location
 - Project map with geographical location and boundaries of work

Attachment 2

Project Proposal and Task Breakdown

4. Project Objectives and Program Priorities

- Clearly described the project objectives
 - Quantifiable objectives should be proposed (if possible)
- Objectives may be presented in a tabular or bulleted format
- Identify if the project meets any program priorities
 - Describe and provide documentation to support to how and to what extent the project meets the program priorities
- Discuss how the project will fill knowledge gaps that are critical or valuable to resolving drainage issues

Attachment 2

Project Proposal and Task Breakdown

5. Task Breakdown

- Description of the tasks and subtasks required to complete the project
 - Contain enough detail to sufficiently explain all the work necessary to complete each task
 - Demonstrate that the tasks are ready for implementation
 - Prove that there is a high expectation of successful implementation
 - Show that the tasks are consistent with the project schedule and budget
- Current status of each task
- Budget associated with each task. Costs should be detailed, specific, and reasonable
 - Narrative should describe how costs were developed and should include appropriate and complete documentation of proposed costs and billing rates.
- Schedule for implementing each task, including foreseeable interruptions
- Performance measures
- Expected results and outcomes of the project
- Summary of deliverables and reporting tasks
 - Quarterly progress reports, invoices, a final report, and a post-completion report

Attachment 2

Project Proposal and Task Breakdown

6. Materials, Methods, and Scientific Merit

- Approach, procedures, and methods that will be used
 - Innovative for the research field, original ideas, clearly defined, suitable for the proposed research, and feasible to accomplish within the project constraints (budget, schedule, project team, etc.).
- Identify and describe equipment and materials
 - Obvious alternatives must be addressed and justification provided
- Brief description of supporting studies, data, and resources for the project

Attachment 2

Project Proposal and Task Breakdown

7. Schedule

- Show the sequence of tasks and timing, and should be detailed and specific
- Start and end dates as well as milestones for each task
- Formatted in a horizontal bar or Gantt chart
 - Illustrate dependencies on preceding tasks
- Be consistent with the task breakdown and the budget
- Time required for compliance with environmental laws
- Dates for the submission of reports
- Assume a realistic start date no sooner than June 2015, and anticipate a maximum 2-year performance period
 - Including time for final reports and invoicing
- Must indicate readiness to start

Attachment 2

Project Proposal and Task Breakdown

8. Budget

- Budget summary section
 - Task breakdown includes detailed explanation of the task item costs and documentation of costs and billing rates
- Narrative that provides an overview of the budget and a description of any significant components of the budget that require explanation
- Tabular summary of project costs
 - Tabular cost estimate should be organized by and consistent with task breakdown
 - Subtasks should be included
 - Indicate a funding source for the costs attributed to each task: grant amount, cost share, federal contribution, in-kind contributions, and other contributions

Attachment 2

Project Proposal and Task Breakdown

9. Deliverables

- Discussion of deliverables
 - Mandatory grant reporting tasks include quarterly progress reports, invoices, a final report, and a post-completion report.
- Other deliverables that may be applicable:
 - Technical studies, technical memorandums, and other documents useful for reporting the progress of the project
- Timelines for the deliverables (schedule may be referenced)

Attachment 3

Eligibility Documentation

- Eligibility requirements and documentation vary based on type of applicant and project
- Use Eligibility Checklist to determine if documentation is required
- Additional description following the checklist

Eligibility Checklist		
Applicable?		Eligibility Criteria
Yes	No	
Local Agency Certification		
<input type="checkbox"/>	<input type="checkbox"/>	<p><u>1) Local Agency:</u> The applicant must provide a written statement (and additional information if noted) containing the appropriate information outlined below:</p> <ul style="list-style-type: none"> ↳ Is the applicant a local agency as defined in CA Water Code §78640(b)? ↳ What is the statutory or other legal authority under which the applicant was formed and is authorized to operate? ↳ Does the applicant have legal authority to enter into a grant agreement with the State of California? ↳ Describe any legal agreements among partner agencies and/or organizations that ensure performance of the proposal and tracking of funds.
<input type="checkbox"/>	<input type="checkbox"/>	<p><u>2) Basin Plan:</u> Is each project consistent with a Regional Water Quality Control Plan (Basin Plan)?</p>
Urban Water Suppliers		
<input type="checkbox"/>	<input type="checkbox"/>	<p><u>3) Urban Water Suppliers:</u> List the urban water suppliers that will receive funding from the proposed grant. Please provide the agency name, a contact phone number and an e-mail address. Those listed must submit self-certification of compliance with CWC §525 <i>et seq.</i> and AB 1420 (links to appropriate forms in Appendix A).</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><u>4) Urban Water Suppliers:</u> Have all of the urban water suppliers listed in #3 above submitted complete Urban Water Management Plans (UWMPs) to DWR? Have those plans been verified as complete by DWR? If not, explain and provide the anticipated date for having a complete UWMP.</p>
Groundwater Projects/Users		
<input type="checkbox"/>	<input type="checkbox"/>	<p><u>5) Groundwater Projects:</u> Does the proposal include any groundwater projects or other projects that directly affect groundwater levels or quality? If so, provide the name(s) of the project(s) and list the agency(ies) that will implement the project(s).</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><u>6) Groundwater Projects:</u> For the agency(ies) listed in #5 above, how has the agency complied with CWC §10753 regarding Groundwater Management Plans (GWMPs)?</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><u>7) Groundwater Users:</u> List the groundwater users that will receive funding from the proposed grant. Please provide the agency/organization name, a contact phone number, and an e-mail address. If there are none, please indicate so and skip to #9.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><u>8) Groundwater Users:</u> Have all of the groundwater users, listed in #7 above met the requirements of DWR's CASGEM Program? http://www.water.ca.gov/groundwater/casgem/ If not, explain and provide the anticipated date for meeting the requirements.</p>

Agricultural Water Suppliers

<input type="checkbox"/>	<input type="checkbox"/>	9) <u>Agricultural Water Suppliers:</u> List the agricultural water suppliers that will receive funding from the proposed grant. Please provide the agency/organization name, a contact phone number and e-mail address. If there are none, please indicate so and go to #11.
<input type="checkbox"/>	<input type="checkbox"/>	10) <u>Agricultural Water Suppliers:</u> Have all of the agricultural water suppliers, listed in #9 above, submitted complete Agricultural Water Management Plans (AWMPs) to DWR? Have those plans been verified as complete by DWR? If the plans have not been submitted, please indicate the anticipated submittal date.
<i>Surface Water Diverters</i>		
<input type="checkbox"/>	<input type="checkbox"/>	11) <u>Surface Water Diverters:</u> List the surface water diverters that will receive funding from the proposed grant. Please provide the agency/organization name, a contact phone number, and an e-mail address. If there are none, please indicate so.
<input type="checkbox"/>	<input type="checkbox"/>	12) <u>Surface Water Diverters:</u> Have all of the surface water diverters, listed in #11 above, submitted surface water diversion reports to the State Water Resources Control Board in compliance with requirements outlined in Part 5.1 (commencing with §5100) of Division 2 of the CWC? If not, explain and provide the anticipated date for meeting the requirements.

Type your questions into the “Chat” window in WebEx.

Questions & Answers